



## Defense Threat Reduction Agency

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### MEMORANDUM FOR DISTRIBUTION C

SUBJECT: Policy Statement on Harassment

It is my policy to ensure that every Defense Threat Reduction Agency (DTRA) employee works in an environment that is free from harassment based on sexual or non-sexual issues such as race, color, religion, national origin, age, disability and from reprisal based on prior participation in the Equal Employment Opportunity process. Complainants, witnesses, as well as employees who provide information will not face retaliation.

*Harassment is defined as unwelcome verbal or physical conduct based on race, color, religion, sex (whether sexual or not and includes same-gender and gender identity harassment), age (40 and over), national origin, disability (mental or physical) or reprisal (retaliation). An action constitutes harassment when: (1) the conduct is sufficiently severe or pervasive that it creates a hostile work environment; or (2) a supervisor's harassing conduct results in tangible change in an employee's employment status or benefits, e.g., demotion, termination, failure to promote, etc.*

*Hostile work environment occurs when unwelcome comments or conduct based on sex, race or other legally protected characteristics unreasonably interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment. Anyone in the workplace might commit this type of harassment (a management official, co-worker, visitor, contractor, vendor or guest). The victim can be anyone affected by the conduct, not just the individual to whom the offensive conduct is directed.*

Any DTRA employee who believes that he/she is the subject of unlawful harassment should report the situation immediately to their supervisor, chain of command, or through an appropriate avenue of redress. The Equal Opportunity and Diversity Programs Office at 703-767-4451, DSN 427-4451 or 1-800-824-8823 will provide advice and assistance. The complaint process is found in the EO section on the DTRA1 portal.

Managers have a responsibility to maintain a work environment that is free from any form of harassment. This includes, but is not limited to, notifying the EO Office if an employee raises an issue of discrimination or harassment. I will hold managers and supervisors accountable for their behavior and that of their employees. I ask that you act swiftly and properly and take appropriate disciplinary action, if warranted.

Kenneth A. Myers  
Director